

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702



RONALD R. TITUS
Director and
State Court Administrator

ADMINISTRATIVE ASSISTANT I/III

Under the direction of the Deputy Director of the Administrative Office of the Courts (AOC), this position provides administrative support to the Deputy Director and staff of Administration as needed. On certain occasions, provides support to the IT managers. The incumbent is responsible for a broad variety of clerical, secretarial and administrative support duties. Typical duties include maintaining records and files; composing and editing correspondence; data entry; typing and word processing; answering telephones and relaying information; duplicating and distributing materials; preparing for meetings and taking minutes; ordering and stocking supplies and equipment; reviewing and processing forms and other documents; assist in tracking legislative issues; work with personnel unit in reviewing confidential documents, input data, and prepare reports; operating office equipment such as copiers, personal computers, computer terminals, calculators, facsimile machines, printers, and other equipment; and performs related duties as assigned.

The incumbent will be required to attend meetings outside of normal working hours; work occasional evening and weekend hours; and may be required to travel statewide as necessary. This position is located in Carson City.

Education and Experience:

Graduation from high school or equivalent education and three years of progressively responsible relevant work experience which included experience in one or more of the following areas: maintenance of complex records and files; public/customer relations including explaining detailed policies, regulations and requirements; preparation and processing of financial and statistical documents such as payroll, travel, claims and budgeting forms; and assisting staff and management with projects and activities; **OR** an equivalent combination of education and experience.

Salary Range:

\$26,308.80 – \$44,871.12 DOE, employee/employer paid retirement.

Application Process:

Interested applicants **must** submit original documents; no faxes or emails will be accepted. Please submit original cover letter, resume and the Supreme Court of Nevada Employment Application to:

Denise R. Kawkeka, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702

The deadline to submit applications is October 9, 2006. Applications received or postmarked after this date will not be accepted. The Supreme Court of Nevada Employment Application is available at www.nvsupremecourt.us, click on Court Information in the left column and choose the employment link. The Supreme Court of Nevada is an equal opportunity employer. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775/684-1709.